

ADMINISTRATIVE - INTERNAL USE ONLY

19 December 1983

NOTE

SUBJECT: 1983 EEO Accomplishments

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1. On this date I was called by Avon Harding, D/EEO, who informed me that [] OP/B&F, has requested a listing of FY 1983 EEO accomplishments for [] (DDA/Mgmt Staff). According to [] said that EEO had been left out of the budgetary submission (?) and they need a list of accomplishments to correct things. [] was just going to xerox a copy of the accomplishments he provided to me in August 1983, and wanted to keep me informed.

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2. When [] asked for a listing of accomplishments for the budgetary process earlier in October (?), we referred her to the compilation we had made for the DDA Office Directors conference. Later, I asked her if that had been satisfactory and she indicated that she had not had time to look at the responses. I wonder if this is related to the same exercise. Would Harriet plan to review [] memos, or just send the DDA whatever [] provides her?

Distribution:

Original - Budget File (FY 1984)

1 - Chrono

[] (19DECEMBER1983)

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